

**ADOPTION THROUGH COLLABORATIVE PARTNERSHIPS:
RFP # FAM-11-084**

RFP FILE CHECKLIST

RFP Procurement File Checklist	✓
Proposal Summary Cover Sheet (Attachment A)	
RFP Checklist (Attachment B-2)	
Proposal Cover Sheet – Page 1 of the RFP (Attachment C-2)	
Any Addenda	
Proposal Narrative	
Goals, Outcomes, Initial Work plan (Attachment D)	
Budget (Attachment E, F, G and H)	
W-9 and Instructions (Attachment I)	
Letters of Support/ Commitment (minimum 2)	
Signed Collaborative Adoption Agreements (Attachment J-1; minimum 2)	
Job Descriptions and/or Resumes	
Signed Federal Form Sf424B (Attachment K)	
General Certification (Attachment L)	
Lobbying Certification (Attachment M)	
Debarment Certification (Attachment N)	
Electronic Data Interchange (Attachment O)	
Copy of Virginia Licensed Child Placing Agency License (if applicable)	
2011-2012 fiscal year operating budget	
2010-2011 statement of actual costs including a listing of the sources of funding	
Copy of the most recent Audit	
Note: Six complete copies of the proposal must be submitted to include two original proposals with original signatures.	